

## INTISARI

### **ANALISIS PROGRAM DIGITISASI ARSIP KEPEGAWAIAN DI BIRO SUMBER DAYA MANUSIA, ORGANISASI DAN HUKUM KEMENTERIAN PENDAYAGUNAAN APARATUR NEGARA DAN REFORMASI BIROKRASI SEBAGAI WUJUD PEMELIHARAAN ARSIP**

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**PROGRAM STUDI PENGELOLAAN ARSIP DAN REKAMAN INFORMASI  
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Proyek Akhir ini membahas tentang program digitisasi arsip kepegawaian di Biro Sumber Daya Manusia, Organisasi dan Hukum Kementerian Pendayagunaan Aparatur Negara dan Reformasi Birokrasi sebagai wujud pemeliharaan arsip. Tujuan Proyek Akhir ini adalah mengetahui rangkaian program guna pemeliharaan arsip dengan membahas rencana dari program digitisasi arsip pegawai, prosedur dan tahapan, sarana dan prasarana, serta kendala yang dihadapi dalam pelaksanaan proses program digitisasi arsip kepegawaian di Biro Sumber Daya Manusia, Organisasi dan Hukum Kementerian Pendayagunaan Aparatur Negara dan Reformasi Birokrasi.

Kegiatan penelitian dalam Proyek Akhir ini menggunakan metode penelitian kualitatif dengan pendekatan deskriptif melalui tiga metode pengumpulan data dalam penulisan Proyek Akhir ini, yaitu studi pustaka, observasi partisipatif, dan wawancara. Pertama, metode studi pustaka dilakukan dengan cara mengumpulkan, mengutip, serta menelaah dari sumber referensi yang berhubungan dengan digitisasi arsip kepegawaian. Kedua, metode observasi partisipatif dilakukan melalui pengamatan langsung dan berpartisipasi dalam kegiatan kearsipan. Ketiga, metode wawancara dilakukan dengan cara interview dengan narasumber untuk melengkapi data yang belum diperoleh selama kegiatan pengamatan berlangsung.

Program digitisasi arsip kepegawaian di Biro Sumber Daya Manusia, Organisasi dan Hukum Kementerian Pendayagunaan Aparatur Negara dan Reformasi Birokrasi meliputi tahap perencanaan dan pelaksanaan. Tahap perencanaan melakukan evaluasi awal, pembentukan tim, anggaran program, jadwal program digitisasi arsip kepegawaian, pemilihan teknologi, perjanjian keamanan dan privasi, serta melakukan konsultasi bersama unit kearsipan. Pelaksanaan meliputi pemilahan arsip kepegawaian serta prosedur kegiatan digitisasi arsip kepegawaian yang menggunakan sarana dan prasarana, aplikasi ASIK. Program digitisasi arsip kepegawaian telah dijalankan meskipun terdapat kendala-kendala. Kendala tersebut adalah prosedur digitisasi belum didasarkan pada ketentuan yang baku, belum cukupnya jumlah sarana dan prasarana digitisasi, dan kurangnya SDM kearsipan.

**Kata Kunci :*Digitisasi, Arsip Kepegawaian, Pemeliharaan Arsip, Biro Sumber Daya Manusia, Organisasi dan Hukum Kementerian Pendayagunaan Aparatur Negara dan Reformasi Birokrasi***

## ABSTACT

**ANALYSIS OF THE PERSONNEL RECORDS DIGITIZATION PROGRAM AT THE  
BUREAU OF HUMAN RESOURCES, ORGANIZATION AND LAW OF THE  
MINISTRY OF STATE APPARATUS EMPOWERMENT AND BUREAUCRATIC  
REFORM AS A FORM OF ARCHIVE MAINTENANCE**

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This final project discusses the personnel records digitization program at the Administrative Reform and Bureaucratic Reform as a form of archive maintenance. The purpose of this Final Project is to find out a series of programs for records maintenance by discussing the plan of the employee records digitization program, procedures and stages, facilities and infrastructure, as well as obstacles faced in the implementation of the staff archive digitization program process at the Ministry of Administrative Reform and Bureaucratic Reform.

The research activities in this Final Project used qualitative research methods with a descriptive approach through three data collection methods in writing this Final Project, namely literature study, participatory observation, and interviews. First, the literature study method was conducted by collecting, quoting, and reviewing reference sources related to the digitization of personnel records. Second, the participatory observation method is carried out through direct observation and participation in archival activities. Third, the interview method is carried out by interviewing sources to complement data that has not been obtained during observation activities.

The personnel records digitization program at the Human Resources, Organization and Law Bureau of the Ministry of Administrative Reform and Bureaucratic Reform includes the planning and implementation stages. The planning stage conducts an initial evaluation, team formation, program budget, personnel archive digitization program schedule, technology selection, security and privacy agreements, and consults with the archive unit. Implementation includes sorting staffing records and digitization procedures for staffing archives using facilities and infrastructure, the ASIK application. The personnel records digitization program has been carried out even though there are obstacles. These obstacles are digitization procedures that are not based on standard provisions, insufficient digitization facilities and infrastructure, and lack of archival human resources.

**Keywords:** *Digitization, Personnel Records, Records Maintenance, Bureau of Human Resources, Organization and Law of the Ministry of Administrative Reform and Bureaucratic Reform*